

NAVAL STATION BREMERTON INSTRUCTION 5420.1

From: Commanding Officer, Naval Station Bremerton

Subj: NAVAL STATION BREMERTON WARDROOM

Ref: (a) NAVCOMPT Manual Sec 075261, Private Organizations
(b) BUPERSINST 1710.11B, Navy Recreation Program
Operational Policies

1. Purpose. To establish policies, procedures, and responsibilities for the operation of Naval Station Bremerton Wardroom, hereafter referred to as "NAVSTA Wardroom."

2. Scope. Membership in the NAVSTA Wardroom will include all NAVSTA Bremerton Officers, and Officers permanently TAD to NAVSTA Bremerton.

3. Background. In accordance with references (a) and (b), the Commanding Officer is authorized to give written approval for affiliated private organizations such as the NAVSTA Wardroom. It is anticipated that in the spirit of naval tradition, all officers will want to join the Wardroom. However, should an officer choose not to participate, he/she must inform the Commanding Officer of this decision in writing.

4. Policy

a. Members are required to submit dues to the NAVSTA Wardroom Treasurer each quarter. Dues will normally be \$15 per quarter. However, special assessments will sometimes be required to meet unforeseen requirements. Dues will be charged for the quarter in which a member arrives but will not be collected for the quarter of departure.

b. Funds from the NAVSTA Wardroom will be used for:

(1) Plaques

(2) Farewell gifts and payment of meals for departing officer(s) during farewell luncheons

(3) Food and beverages for hails, farewells, and Wardroom parties

(4) Shadowboxes for retiring officers

(5) Flowers for births (not to exceed \$25)

(6) Flowers for the death of an immediate family member (not to exceed \$25)

(7) Get well card and gift for a Wardroom member or spouse (not to exceed \$25) in the event of an extended illness

(8) Payment of meal for guest speakers at Wardroom functions

R) Requests to exceed the \$25 limit will be forwarded for approval to a quorum of at least 2/3 membership with a majority vote for approval of request required.

c. Members assigned temporary duty to Naval Station Bremerton for a period exceeding nine months will be provided a plaque. Members attached for less than nine months have the option of purchasing a plaque.

5. Responsibilities

a. The Commanding Officer will serve as President of the NAVSTA Wardroom.

b. The President will appoint, in writing, one officer to act as Auditor for the Wardroom and one officer to serve as Treasurer.

c. The Treasurer will:

(1) Maintain accountability for all funds of the Wardroom.

(2) Notify the President when members fail to pay dues, as required.

(3) Submit a quarterly audit report to the President via the Executive Officer, with information copy to members upon approval.

(4) Submit an annual financial report of assets and liabilities, as well as income and expenditures, to the President via the Executive Officer, with information copy to members upon approval.

d. The officer appointed as Auditor will audit all financial records and pertinent documents or instruments of the NAVSTA Wardroom once a year.

e. The President will appoint a "Bull" member and a "George" member of the NAVSTA Wardroom.

(1) The "Bull" will normally be the senior member of the Wardroom other than the President and Executive Officer.

(2) The "Bull" will be tasked by the President to maintain a smooth running Wardroom. Tasks can range from arranging restaurant reservations for Wardroom meetings to ensuring the President's salad croutons are fresh.

(3) The "George" member will normally be the junior member of the NAVSTA Wardroom.

(4) The "Bull" will task the "George" for all Wardroom matters deemed too laborious by the "Bull." Any task related to Wardroom functions may be expected.

//S//

J. A. HOLDEN

Distribution:
NAVSTA Officers